

EMS Administrative Board Meeting  
August 17, 2015 @ 1:30pm  
Flathead Emergency Communications Center

**Members Present**

Wayne Miller, MD  
Karen Lee (KRMC)  
Chris Bogers (NVH)  
Bob Kun

**Absent**

Chuck Curry

**Call to Order**

Meeting was called to order by Bob Kun at 1:30 pm.

**Approval of Agenda** –Kun asked for a motion to approve the agenda.

MOTION to approve agenda; Lee  
SECOND, Bogers; Approved

**Approval of Minutes**

MOTION to approve Minutes May 18, 2015, Bogers  
SECOND, Lee; Approved

**Citizen Comments** – None

**Medical Director Report** – Dr. Briles was not present

**Job Description** – Granger explained that with Tammy Skramovsky they had revised the EMS Manager Job Description to more closely reflect what is actually done in this job. Granger introduced Tammy Skramovsky from HR to lead the discussion. Skramovsky explained we had to add language to comply with ADA requirements. Department Overview explains about what happens in this department. Job Summary is a snapshot of what this job does. Essential Functions explains why this job exists. Non-Essential Functions can be allocated to other people in the department. Education and Experience needed to be reviewed to determine the bare minimum needed to be successful in this job. Discussion ensued that we should keep the minimum of a Bachelor's degree. Skramovsky explained that we need to keep some equivalencies to eliminate the possibility of unintended discrimination. We can show that we prefer the degree, but it does open it up to anyone that can prove that experience would be an equivalent. Chris Bogers suggested we keep the equivalencies but tie it to the leadership, budgetary experience, and successful supervisory requirement. The Board agreed to maintain the standard of a minimum as a Paramedic, and the requirement to be a Lead Instructor.

**Others Present**

Joy Fortin  
Mary Granger  
Linda Chambers  
Tammy Skramovsky

**Process for hire:** Tammy takes the description to the Commissioners for approval. Then a position vacancy announcement is made. Tammy suggested we leave the position open for 3 to 4 weeks. Once it is at the Job Service it will go statewide. We can also advertise the position in newspapers. We will also look at other national sites for advertisement, or on the web. Tammy wants to proof the ad before it goes out. Granger will investigate the sources to submit the announcement. Once the position closes, we will receive all the applications that are complete and signed. Incomplete applications will receive a sorry letter, but will not be interviewed or considered. We then will select a hiring committee; we can choose the number of participants. Bogers and Lee both volunteered to participate, a final group is yet to be determined. Tammy from HR will also participate. Each person on the panel will receive a copy of the applications and they will be asked to select those to be interviewed by consensus. Schedule must be set to coincide with all participants' ability to be present. Skype interviews can be allowed, but then we must do all interviews by Skype. Tammy mentioned that we could consider two levels of interviews. We need to create an interview agenda with pertinent questions that will get the applicants talking and show their true personality. Scenarios questions are fine; any kind of appropriate testing is allowable outside of the interview. The interview committee will work together to draft questions for the interview. When the interview is over and we have it narrowed down, then we spend the money on the background checks. Driving records, reference checks, and educational backgrounds can be verified. A data sheet is then signed and the job can be offered. A signed acceptance is then received and a drug test is performed, the start date is set up, and then the orientation will begin on the first day of the job. It was agreed to send the job description to the Commissioners.

**A possible timeline:** The posting goal will be early Sept, for 3-4 weeks. During the time it is posted the committee will meet to determine the questions they want to ask, and to sync their schedules to set potential interview dates. At the closing date, HR will copy and send the applications to each committee member to sort into a yes, no, maybe pile of who they want to interview. They will then meet and share their collective results and establish a final list. Those to be interviewed will be contacted and an interview date will be established for the first round. Top candidates would then be selected and the date for the second round would be selected. Background checks would be done on the top 3 candidates. Second interview would be mid-November with job offer no later than Dec. 1. Date to start will be January 1, 2016.

**Board By-Laws-** Dr. Miller asked if the attorneys had given us any precedence in regard to attendance at Board meetings by the appointed Board members. The attorney had been approached by James, but to date, nothing has come back. Discussion ensued with Board members stating they felt that attendance by the Board Members and the Medical Director is very important. They would like to see a 75% attendance to regularly scheduled meetings, without 2 consecutive absences.

**EMS Manager Resignation-** Granger announced that her letter of resignation is written and will be delivered to Chuck Curry, OES Director. The planned date will be January 31, 2016. The month of January will be spent in orientation with the new EMS Manager.

**Other Business/Future Agenda Requests** – Board By-Laws

**Board Member Comments** –

Next meeting scheduled for September 21, 2015.

**Meeting Adjourned** 2:48pm

Mary Granger, Recorder